

W A R N I N G

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MONTHLY TECHNICAL PROGRESS REPORT

for the period

March 1 – March 31, 2011

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted 04/08/2011
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

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EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9

Monthly Report
March 2011

TOAM: Elaine Chan
PM: Anne Bonham

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on March 3.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on March 15.

The Records Center Performance Measurements Reports were submitted to the TOAM on March 8.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,238 documents and edited 2,111 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:
Abandoned Uranium Mines on the Navajo Nation
Teec Nos Pos Navajo Radioactive Structures

The site assessment Librarian IV received 2.8 lft. of new documents, of which .3 lft. were federal facilities documents, and processed 10 new sites.

Circulation Department staff shelf-read approximately 641 lft. of site files during the month.

The site assessment Librarian IV shelfread the entire site assessment (361 lft.) and Oil Facilities Response Plans (94 lft.) collections.

To ensure the accuracy and consistency of database searches, a Librarian IV completed the 2nd quarter quality-assurance review of new personal and organizational name authority file entries.

On March 23 staff met with the TOAM and ORC Attorney Joann Asami to discuss indexing documents related to the Title 6 Special ORC Complaint Oakland. As a result of the meeting documents will be indexed to the AMCO Chemical site file and placed in a special collection.

The site assessment Librarian IV spent 4 hours updating Oil Facilities Response Plans.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

30 lft. of documents were picked up from EPA regional offices. 5 Transfer of Records forms were processed.

6.6 lft. of documents were retrieved from the FRC.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated March 30.

FRC Storage Report, updated March 30.

On-Site Storage Report, updated March 30.

Contracts On-Site Storage Report, March 4, 11, 18, 25.

Staff checked .3 lft. of unindexed San Gabriel Valley documents and .25 lft. of unindexed Pearl Harbor Naval Complex documents for possible duplication with documents already in the site file.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 3,741 documents (93,787 pages) during March and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

No activity occurred in this reporting period.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Twenty-three Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
00/01/05/06	0916	AEROJET GENERAL CORP (RANCHO CORDOVA)
03	0916	AEROJET GENERAL CORP (RANCHO CORDOVA)
00	0943	KOPPERS CO. INC. (OROVILLE PLANT)
01	0943	KOPPERS CO. INC. (OROVILLE PLANT)
01	093Y	LAVA CAP MINE
13	09BE	MOTOROLA, INC. (52ND STREET PLANT) (2 pkgs)
00	0958	OPERATING INDUSTRIES, INC., LANDFILL
00	0958	OPERATING INDUSTRIES, INC., LANDFILL (for 09DH)
00	0958	OPERATING INDUSTRIES, INC., LANDFILL (for 09P2)
00	0958	OPERATING INDUSTRIES, INC., LANDFILL (for 092R)
01	099K	PEMACO MAYWOOD
00	0998	RHONE-POULENC, INC./ZOECON CORP
05	094X	SAN GABRIEL VALLEY (AREAS 1-4)
08	097B	SAN GABRIEL VALLEY (AREAS 1-4) (2 pkgs)
09	097B	SAN GABRIEL VALLEY (AREAS 1-4) (2 pkgs)
02	09M4	SAN GABRIEL VALLEY (AREAS 1-4)
01	0944	SELMA TREATING CO
01	09M1	TARP
01	09C1	WASTE DISPOSAL, INC.

Staff retrieved 10 cost packages/financial documents for EPA staff during March.

The Cost Package Documentation Index was updated on March 4, 11, 18, 25.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 9.0 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of March, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09MQ	00	ADVANCED FUEL FILTRATION SYSTEMS
0916	00	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	07	AEROJET GENERAL CORP (RANCHO CORDOVA)
09G2	00	AEROLITE CHROME
09FL	01	ALAMEDA NAVAL AIR STATION
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	08	ANACONDA COPPER CO (YERINGTON)
09C6	00	APACHE POWDER CO
0900	00	APPLE AUTO DISMANTLING (AAD)
09JS	01	ASARCO INC HAYDEN PLT
0934	00	ATLAS ASBESTOS MINE
0934	01	ATLAS ASBESTOS MINE
09E9	00	ATLAS ASBESTOS MINE
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
09JW	02	B.F. GOODRICH
0900	00	BFI--NEWBY ISLAND LANDFILL
09MM	00	BLUE LEDGE MINE
09H2	02	BROWN & BRYANT INC. (ARVIN PLANT)
0932	00	BROWN FIELD HAZARDOUS WASTE SITE
09G7	00	BUILDER'S HARDWARE FINISHING INC.
09D8	00	CALIFORNIA CREATIVE DYNAMICS CO INC
09RU	00	CANE VALLEY NAVAJO RADIOACTIVE STRUCTURES
09R6	00	CARSON RIVER MERCURY SITE
09R6	02	CARSON RIVER MERCURY SITE
09GY	01	CASMALIA PHASE II
093H	01	CASMALIA RESOURCES
0971	01	CASTLE AIR FORCE BASE
0928	01	CELTOR CHEMICAL
09B4	00	CHROME CUSTOM PLATING
0935	00	COALINGA ASBESTOS MINE
0935	01	COALINGA ASBESTOS MINE
0900	00	CONCORDE GARMENT MFG CORP
091N	01	COOPER DRUM

SSID	OU	SITE NAME
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
09H5	01	CTS PRINTEX, INC.
09JT	01	CYPRUS TOHONO MINE
0900	N/A	DEEPWATER HORIZON OIL SPILL
0936	01	DEL AMO FACILITY
0936	03	DEL AMO FACILITY
09MN	01	DEL MONTE CORP. (OAHU PLANTATION)
09HB	00	DENOVA ENVIRONMENTAL INC.
09D5	00	E C KRAEMER
09P8	00	EDWARDS AIR FORCE BASE
09P8	01	EDWARDS AIR FORCE BASE
0900	N/A	ENBRIDGE OIL SPILL RESPONSE
0900	00	EXTRUDED PLASTICS CO
0900	00	FATHER AND SON AUTO SALES
0900	N/A	FILBERT ST (BRN)
09Q6	01	FORT ORD
09H7	00	FRESNO MUNICIPAL SANITARY LANDFILL
09A6	00	FRICKER CHEMICAL
094R	01	FRONTIER FERTILIZER
0902	00	GENERAL DSPL CO
09Q7	00	GEORGE AIR FORCE BASE
0963	00	GILA RIVER INDIAN RESERVATION
0900	00	GREAT WESTERN CHEMICAL (CORONA)
09X6	00	HALACO ENGINEERING CO
0900	00	HARTMAN ENTERPRISES
09B8	00	HASSAYAMPA LANDFILL*
0900	N/A	HUNTINGTON BEACH OIL SPILL
09WJ	00	INDALEX ALUMINUM SOLUTIONS
0920	00	INDIAN BEND WASH NORTH
0920	01	INDIAN BEND WASH NORTH
0920	08	INDIAN BEND WASH NORTH
09G6	00	INDIAN BEND WASH SOUTH
09G6	01	INDIAN BEND WASH SOUTH
09G6	03	INDIAN BEND WASH SOUTH
09G6	07	INDIAN BEND WASH SOUTH
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE
0917	05	IRON MOUNTAIN MINE
0917	06	IRON MOUNTAIN MINE
09NX	00	JAQUAYS ASBESTOS CO
09FM	01	KLAU/BUENA VISTA MINE
09FM	02	KLAU/BUENA VISTA MINE
09FM	03	KLAU/BUENA VISTA MINE
0943	00	KOPPERS CO. INC. (OROVILLE PLANT)
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
093Y	03	LAVA CAP MINE
0947	00	LIQUID GOLD OIL CORP RICHMOND
09X8	02	LORENTZ BARREL & DRUM CO
098P	00	MARE ISLAND NAVAL SHIPYARD
09QN	00	MCCLELLAN AIR FORCE BASE
09SP	00	MCCLELLAN AIR FORCE BASE
09TL	00	MCDERMITT MINE

SSID	OU	SITE NAME
09M6	01	MEW STUDY AREA
09J4	01	MODESTO GROUND WATER CONTAMINATION
0900	00	MOINE & ORTEGA TRUST PROPERTIES
0926	01	MONTROSE CHEMICAL CORP
0926	02	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
0926	07	MONTROSE CHEMICAL CORP
09CA	00	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09BE	13	MOTOROLA, INC. (52ND STREET PLANT)
09RB	00	NAVAJO RADIOACTIVE STRUCTURES
09QM	00	NE CHURCHROCK QUIVIRA MINES
09K7	00	NEW IDRIA MERCURY MINE
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09J5	02	NEWMARK GROUNDWATER CONTAMINATION
09J5	03	NEWMARK GROUNDWATER CONTAMINATION
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL*
09NY	00	PACIFIC AEROSPACE SERVICES, INC
09J6	00	PACIFIC COAST PIPELINES
091S	00	PEARL HARBOR NAVAL COMPLEX
091S	01	PEARL HARBOR NAVAL COMPLEX
099K	01	PEMACO MAYWOOD
0900	00	PEORIA AUTO FLUFF SITE
0919	00	PHOENIX-GOODYEAR AIRPORT AREA
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
09N9	00	PORT OF LOS ANGELES
09EG	00	PRC PATTERSON
0921	01	PURITY OIL SALES INC.
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
0998	00	RHONE-POULENC, INC./ZOECON CORP
09WG	00	ROSELLE MAD CHEMIST
0900	N/A	ROUTE 66 CORRIDOR (BROWNFIELDS)
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-WILSON)
09SF	04	SAN FERNANDO VALLEY (AREA 2, EXCELLO PLATING)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)*
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)

SSID	OU	SITE NAME
098V	06	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	02	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
0944	01	SELMA TREATING CO
0900	00	SINCLAIR AMERITONE
0900	00	SMITH & THOMPSON PUMPING COMPANY (STPC)
09DA	00	SOBOBA DRUG LAB
09J8	01	SOLA OPTICAL USA, INC
0942	02	SOUTH BAY ASBESTOS
0964	01	SOUTH BAY BASIN
093X	00	STAUFFER CHEM CO DOMINGUEZ PLT
0901	01	STRINGFELLOW
0901	05	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09K2	02	SULPHUR BANK MERCURY MINE
09M1	01	TARP
0900	00	TECATE HAZARDOUS WASTE SITE
09RQ	00	TEEC NOS POS NAVAJO RADIOACTIVE STRUCTURES
09M7	01	TRAVIS AIR FORCE BASE
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
0900	00	TROPICAL LAUNDRY
09RF	00	TUBA CITY ABANDONED LDFL
091C	01	TUCSON SOURCES
09R3	01	UNITED HECKATHORN CO
09R3	02	UNITED HECKATHORN CO
0900	00	VENDO CO THE
0900	00	WAKE ISLAND AIRFIELD
09C1	01	WASTE DISPOSAL, INC.
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
09SU	00	WEST OAKLAND LEAD REMOVAL
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
09QC	00	YOSEMITE CREEK SEDIMENT

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 79 requests for documents, performed 1,050 database searches in SDMS-C, and provided 2,635 documents for EPA staff and other requesters.

Twenty-eight indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on March 8 and March 1, respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 8 FOIA requests totaling 10.5 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 22,403 non-FOIA-related pages for EPA staff and other requesters. In addition, staff printed 683 pages from SDMS-C.

At the request of RPM Andy Bain, 1 document from the Northeast Churchrock Mine site file was redacted in preparation for the upcoming AR.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 29 requests for documents on CD-ROMs. 141,546 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

Staff scanned, entered into SDMS-C, copied to CD-ROM, and mailed to EPA Headquarters the RODs, ESDs, and/or ROD Amendments for the following sites:

PEARL HARBOR NAVAL COMPLEX
AEROJECT GENERAL CORP

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of March, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES OF THE NAVAJO NATION (NAUM-TRONOX V. ANADARKO LITIGATION)
09G2	00	AEROLITE CHROME
09DJ	00	AMCO CHEMICAL
09GU	01	ANACONDA COPPER CO (YERINGTON)
09JW	00	B.F. GOODRICH
09MM	00	BLUE LEDGE MINE
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09R6	00	CARSON RIVER MERCURY SITE
09R6	01	CARSON RIVER MERCURY SITE
093H	01	CASMALIA RESOURCES
0900	00	COVE MESA AGGREGATED URANIUM MINES
09HB	00	DENOVA ENVIRONMENTAL INC.
09B8	00	HASSAYAMPA LANDFILL
0917	01	IRON MOUNTAIN MINE
0989	01	LORENTZ BARREL & DRUM CO
09M6	01	MEW STUDY AREA
09C7	01	MOFFETT NAVAL AIR STATION
0926	01	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09QM	00	NE CHURCHROCK QUIVIRA MINES
09K7	00	NEW IDRIA MERCURY MINE
09J5	00	NEWMARK GROUNDWATER CONTAMINATION
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
0900	00	OLIN CORP MORGAN HILL PLT
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
0900	00	ORPHAN MINE
099K	01	PEMACO MAYWOOD
0900	N/A	PERCHLORATE DOCUMENTS
0921	01	PURITY OIL SALES INC.
09LC	00	RINCONADA MINE
09J7	01	RIVERBANK ARMY AMMUNITION DEPOT
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
09K2	01	SULPHUR BANK MERCURY MINE
0900	00	TRONA MERCURY
09WC	00	TSMY CYLINDER SITE
09RF	00	TUBA CITY ABANDONED LDFL
091C	00	TUCSON SOURCES
09C1	01	WASTE DISPOSAL, INC.

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The following AR was compiled, copied, and sent to a repository in March:
TSMY Cylinder Site Ceiling Increase Removal AR, sent March 30

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Five work-performed compilations were created or updated during March for the following sites:

OU	SSID	Site Name
01	094R	FRONTIER FERTILIZER
01	0920	INDIAN BEND WASH NORTH
00	0958	OPERATING INDUSTRIES, INC., LANDFILL (0958, 09DH, 09P2, 092R)
01	099K	PEMACO MAYWOOD
01	09C1	WASTE DISPOSAL, INC.

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 13 collections

Electronic files attached to E-mails: 40 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of March, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
09H5	00	CTS PRINTEX, INC.
094R	01	FRONTIER FERTILIZER
09B8	00	HASSAYAMPA LANDFILL
0920	01	INDIAN BEND WASH NORTH
09QM	00	NE CHURCHROCK QUIVIRA MINES
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
09BC	02	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL*
09J6	00	PACIFIC COAST PIPELINES
099K	01	PEMACO MAYWOOD

SSID	OU	SITE NAME
098V	06	SAN GABRIEL VALLEY (AREAS 1-4)
09WC	00	TSMY CYLINDER SITE
09C1	01	WASTE DISPOSAL, INC.

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

- The PM held an all-hands staff meeting on March 23.
- The PM held a Managers/Supervisors meeting on March 10.
- The PM held a Scanning Department meeting on March 7.
- The PM held a Cost Recovery Department meeting on March 10.
- The RMS IV/Assistant Manager held meetings with special projects staff on March 9 and 10.
- The RMS IV/Circulation Department Supervisor held a departmental meeting on March 15.
- The RMS IV/Head Indexer held a departmental meeting on March 8.
- The RMS IV/Computer Support Department Supervisor held a departmental meeting on March 16.

The PM purchased supplies and/or equipment during March as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

At the request of the TOAM, on March 10 a RMS V gave new Assistant Regional Administrator Tom McCollough and the Records Management Project Action Group a tour of the Records Center.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On March 8, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III coordinated with Al Belbahri on the monthly Dragon Database Certification of the SFREC Server. All Event logs, Active Directory accounts, Windows Updates and SEP Definitions were reviewed and verified March 28.

An RMS IV/IS III coordinated with Andy Terry on the Record Center Conference room and Reading room workstations, updating them with BigFix and Novell, and removing Patchlink March 16.

An RMS IV/IS III coordinated with John Snaauw to resolve issues with SEP weekly reports. Our SEP profile had become corrupted and needed to be replaced. The problem was successfully resolved on March 17.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The RMS V/Program Manager, RMS IV/Computer Support Supervisor and IS III/Computer Support Specialist attended a national Superfund Website/Superfund Regional Content /OneEPA teleconference meeting on March 1.

The RMS IV/Assistant Manager attended a national Superfund Website/Superfund Regional Content /OneEPA teleconference meeting on March 22.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in April.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

No activity occurred in this reporting period.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

No personnel action was taken in this reporting period.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 20 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 7 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
3,951	47.4 lft.	261 lft.

Inventories

Records Surveyed	Year to Date
32.8 lft.	155.2 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	182.5 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
57	2	1	1	9	0	1	8	79

VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

SSID 09B8, OU 01, HASSAYAMPA LANDFILL

One Librarian IV/Records Librarian performed indexing (234 documents, .96 linear feet) and three RMS II/Scanning Specialists performed scanning (47,885 pages) in order to reduce the backlog of indexing for this site (work request #110124-1543 submitted by A. Benner). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 218.5 hours were expended on this effort during the month.

SSID 0958, OU 00, OPERATING INDUSTRIES, INC., LANDFILL

Two RMS III/Cost Recovery Specialists processed work-performed compilations and financial cost documentation packages. A total of 90.3 hours were expended on this effort during the month.

SSID 0958, OU 01, OPERATING INDUSTRIES, INC., LANDFILL

One Librarian IV/Records Librarian performed indexing (108 documents, 6.74 linear feet) and three RMS II/Scanning Specialists performed scanning (7,719 pages) for work request # 81128-1802 submitted by E. Chan. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 223.9 hours were expended on this effort during the month.

SSID 094X, OU 05, SAN GABRIEL VALLEY (AREAS 1-4)

One Librarian IV/Records Librarian and one RMS III/Cost Recovery Specialist performed indexing (27 documents) and one RMS II/Scanning Specialist performed scanning (809 pages) in order to reduce the backlog of indexing for this site (work request #110315-1506 submitted by R. Thompson). Two RMS III/Cost Recovery Specialists processed Cost Documentation Packages. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 111.9 hours were expended on this effort during the month.

VII. COMPARISON OF WORK ACCOMPLISHED TO THE STATEMENT OF WORK

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on 3/03/11.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were submitted to the TOAM on 3/15/11.

The Records Center Performance Measurement Reports were submitted to the TOAM on 3/08/10.

The CBI Circulation/Disclosure Reports were generated and submitted to the TOAM on 3/08/10.

The PM met with the TOAM on 2/17/10 to review the monthly reports and to verify the status of the Contract.

1.2 Close-Out of the Contract

No activity has occurred under this subtask to date.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding

2.1 Organizing and Indexing

15,421 documents have been indexed and quality assured in SDMS-C as of 3/31/10.

2.2 Document Pick-up, Processing, File Management, and Storage

155.2 lft. of documents have been collected from 75 Hawthorne for indexing or retiring to the FRC as of 3/31/11.

77.1 lft. of records have been retrieved from at the FRC in response to EPA requests as of 3/31/11.

182.5 lft. of records have been organized and sent to the FRC as of 3/31/11.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were updated on 3/30/11.

2.3 Scanning

17,045 documents (492,312 images) have been scanned into SDMS-C as of 3/03/11.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 13 SCAP accomplishment documents as of 3/31/11.

2.5 Financial Documentation/Cost Recovery Packaging

108 Financial Cost Documentation Packages have been processed as of 3/31/11.

2.6 Recycling and Shredding

59.9 lft. of documents have been recycled/shredded as of 3/31/11.

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

70,476 documents have been provided to EPA staff or the public as of 3/31/11.

156 site file indices/databases have been generated in response to EPA requests as of 3/31/11.

3.2 Freedom of Information Act (FOIA)

As of 3/31/11, circulation staff has provided support for 42 FOIA requests. Billing data for 96.25 hours have been submitted to EPA.

3.3 Photocopy and Redaction Service

Staff copied on-site a total of 35,255 non-FOIA-related pages for EPA and other requesters.

11 site file documents have been redacted for release as of 3/31/11.

3.4 CD-ROM Service

296 CD-ROMs or CD-ROM sets containing 2,501,049 images have been produced and supplied to EPA staff or the public as of 3/31/11.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

6 RODs, ESDs, or ROD Amendments have been sent to EPA Headquarters as of 3/31/11.

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

9 Administrative Records (including supplements), deletion dockets, and special collections have been compiled as of 3/31/11.

The Globe Public Library was called for information on 12/10/10 and the Repositories database was updated on 12/10/10.

4.2 Work-Performed Compilations

26 work-performed compilations have been completed as of 3/31/11.

4.3 Electronic Media and Microfilm Management

350 copies of special collections were produced in electronic format as of 3/31/11.

Task 5: Manage the Day-To-Day Operations of the Superfund Records Center

Operation and maintenance of the Records Center continued as of 3/31/11.

All-hands staff meetings and departmental staff meetings continued to be held on a monthly basis through 3/31/11.

Equipment/supplies were purchased on 3/24/11.

Task 6: Training and Orientation

A tour of the Records Center for visitors was completed on 3/10/11.

Task 7: Online Operations and Internet Support

Backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage on 3/08/11.

Staff posted indices, introductions, and lists of acronyms for Region 9 ARs on the Internet on 1/12/11.

Task 8: Attend Meetings and Teleconferences

Staff attended national Superfund Records Manager/SDMS-C Workgroup teleconference meetings on 1/20/11 and 2/17/11.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

9.7 Attend ECMS Meetings & Teleconferences

On November 3 staff met with the TOAM to discuss Extender pilot testing results.